CDOT Construction Manual

APPENDIX A
CONFERENCE AGENDAS

July 2002

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APPENDIX A
CONFERENCE AGENDAS

Appendix A contains several example Conference Agendas to assist in facilitating meetings for various conferences required by the Department, including:

- Preconstruction Conferences;
- Hot Bituminous Pavement Pre-Paving Conferences;
- Hot-Mix Asphalt QC/QA Conferences;
- Structural Concrete Pre-Pour Conferences;
- Concrete Pavement Pre-Paving Conferences; and
- Concrete Pavement QC/QA Conferences.

Where extensive utility adjustments or relocations are involved, it is desirable to hold an additional Preconstruction Conference to resolve and coordinate utility issues. All affected utility companies should attend this meeting, and the Contractor should furnish a detailed construction schedule of proposed utility activities to facilitate coordination. Where the project requires extensive survey work, use the Pre-Survey Conference Agenda that is presented in the *CDOT Survey Manual*.

Each of these examples present a minimum set of topics that should be discussed during the conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the content of the agenda and consider the special needs of the particular project and specific Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of these agendas are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

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PRECONSTRUCTION CONFERENCE NOTIFICATION AND AGENDA

The following examples include an example letter and facsimile transmittal notification for the Preconstruction Conference and an example Preconstruction Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

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STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Project Development Branch
4201 East Arkansas Avenue, 4th Floor
Denver, Colorado 80222
(303) 757-9331
FAX (303) 757-9868

January 2, 2002

Re: NH66-066, 11111

Good Aim Construction
14555 Lost Road
Aurora, CO 80011

Gentlemen:

This is to confirm that the Preconstruction Conference for this project has been scheduled for January 17, 2002. The conference will be held at 10:00 a.m. in the Conference Room at 555 Zang Street, (west on 6th Avenue to Simms/Union exit, south [left] to 4th Avenue, west [right] to Van Gordon Street, north [right] to frontage road [west] to Zang Street, left to first parking lot on the right, up first set of stairs into building).

If your superintendent is unable to attend, the meeting will be rescheduled. You may invite representatives of each subcontractor.

Also, you need to provide the information previously requested at least two working days prior to this conference. You may hand carry the information to the Resident Engineer's Office at 555 Zang Street, Suite 150, in Lakewood, or you may mail it to 2000 South Holly Street, Denver, CO 80222. Should you choose to mail it, please allow an additional three to four working days for delivery. Timely submittal of the information will assure that the conference need not be rescheduled and that the most productive conference can be held.

You must obtain consent to sublet portions of the work prior to that portion of the work beginning. Such consent requires 10 working days to process and is to be requested on a CDOT Form 205 – Sublet Permit Application. If you need copies of this form, please contact either the Resident Engineer or the Project Engineer listed below.

The general outline for the conference agenda will be as follows:

- Project Organization
- Utilities/Railroads
- EEO and Labor Compliance
- Project Status
- General Comments
- Right-of-Way
- Materials
- Safety
- Surveying

Colorado Department of Transportation
January 2, 2002
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Utility/Railroad/Entity companies with facilities affected by work on this project are:

COMPANY	CONTACT	PHONE
Public Service Company - Lighting & Dist.	Cheri Weers	571-2505
Public Service Company - Gas	Don Booton	571-3748
U.S. West Communications	John Jones	571-5555

City of Aurora

Should you have any questions, please call the Project Engineer at (303) 984-5260.

Sincerely,

Resident Engineer

cc: Federal Highway Administration
Project Development Branch
Bridge Design and Management Branch
Office of Public Relations
Region Maintenance Section
Region Traffic and Safety Section
Region Program Engineering Section, Right-of-Way Unit
Region Program Engineering Section, Materials Laboratory Unit
Region Program Engineering Section, Utilities Unit
Region Planning and Environmental Section
Region Landscaping Unit
Region Program Engineering Section, Survey Unit
Region Equal Employment Opportunity Office
Project Engineer
Head Tester
Resident Engineer
Project File

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Project Development Branch
4201 East Arkansas Avenue, 4th Floor
Denver, Colorado 80222
(303) 757-9331
FAX (303) 757-9868

January 2, 2002 Re: NH 66-066, 11111

FAX TO:

COMPANY	CONTACT	FAX NUMBER
Public Service Company - Lighting	Cheri Weers	303-595-4577
Public Service Company Elec. Distribution	Clint Berry	303-571-7866
Public Service Company - Gas	Don Booton	303-571-3826
U.S. West Communications	Bill Reed	303-451-2579
AT & T Cable Services/TCI of Colorado	Eric Carroll	303-603-5980
MCI Telecommunications Corporation	Jesse Padilla	303-214-7130
US Sprint	Larry Schneidmiller	303-789-4867
Denver Water Department	Paul McQuade	303-628-6851
Denver Wastewater Management (Const/Insp)	Dave Willett	303-446-3589
Metro Wastewater Reclamation District	Ron Maring	303-286-3030
Burlington Northern and Santa Fe Railway		

The Preconstruction Conference for the above-referenced project will be held on January 17, 2000, at 10:00 a.m., in the Conference Room at 555 Zang Street, Suite 150, in Lakewood, Colorado. The contract for this project has been awarded to Good Aim Construction.

If you have any questions, please call the Project Engineer or the Resident Engineer at (303) 984-5260.

Sincerely,

Resident Engineer

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PRECONSTRUCTION CONFERENCE AGENDA			
The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Organization:			
Resident Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Project Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Assistant Project Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Lead Tester:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Maintenance Rep.:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
B. Field Office:			
CDOT:		Office Number:	
Location:		Fax Number:	
Contractor:		Office Number:	
Location:		Fax Number:	
The Contractor is reminded of the requirements of subsection 105.09 of the *Standard Specifications* relative to the authority and duties of the Project Engineer. The Project Engineer has immediate charge of the administrative and engineering details of the project. The Contractor is cautioned that only the Project Engineer and/or the Resident Engineer are authorized to provide information, clarification, or interpretation regarding plans, specifications, and any other contract documents or requirements. Solicitation and receipt of information by the Contractor from any other Division representative will not be considered valid for administration of the project. Shop plans and all other submittals required by the Contract shall be submitted to the Project Engineer. Submittals made and received by other Division representatives will not be considered valid for the purpose of administration of the Contract.			
C. City or County Representatives:			
Name:		Mobile Number:	
Title:		Fax Number:	
Representing:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Representing:		Home Number:	
Office Number:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
II. Project Organization and Status (continued)			
D. Contractor's Organization:			
Superintendent:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Superintendent Designee #1:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Superintendent Designee #2:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Erosion Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Public Information Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Safety Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Traffic Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Fire Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Project EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
E. Contractor Personnel Authorized to Sign Contract Modification Orders:			
Name:		Mobile Number:	
Title:		Fax Number:	
Location:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Location:		Home Number:	
Office Number:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)

II. Project Organization and Status (continued)

F. Partial Payments:

1. Requested Estimate Cutoff Date:		Comment:

2. Electronic Funds Transfer (EFT) Forms: Forms are available from (303) 757-9571.
3. Prompt Payment: Subsection 107.01 of the *Standard Specifications* requires all Contractors to comply with the Prompt Payment Law (CRS 24-91-103(2)). This law requires the Contractor to pay all subcontractors, who satisfactorily perform in accordance with their subcontracts, within seven days of receiving payment from CDOT. Failure to comply with the Prompt Payment Law is reason for CDOT to default the Contractor per subsection 108.08 of the *Standard Specifications.*
4. Retainage or Securities: Retainage will not be reduced until all project work is complete, the project has been accepted, and all required documentation has been received and accepted by CDOT.
5. Forms: The Contractor shall be responsible for completing and submitting all required forms, instructing all subcontractors on the proper procedures for completing required forms, and for ensuring that all forms and reports are submitted and approved on a timely basis. Failure to do so may result in delays in payment of progress estimates.

Comments:

G. Date of Notice to Proceed:

Fixed Completion Date:		Comment:
Working/Calendar Days Allowed:		Comment:
Date Project Time Charges Begin:		Comment:
Date Construction Begins:		Comment:
Estimated Completion Date:		Comment:

H. Contractor's Schedule (subsection 108.03 of the *Standard Specifications*): (*Check all that apply*)

	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
Bar Chart				
Critical Path Method				

I. Methods Statement: (*Check one.*)

	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
Methods Statement				

J. Contractor's Proposed Construction Surveying Schedule:

	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
Surveying Schedule				

Date of Pre-Survey Conference:		Comment:

K. Agreements to Access Private Property:

The Contractor shall furnish the Project Engineer written documentation from property owners that authorizes the Contractor to trespass on private property for any of the following conditions:
1. Temporary livestock fencing outside the right of way.
2. Not installing livestock fencing and who will be held responsible until fence is installed.
3. Haul roads on private property not designated on the plans.
4. Waste or stockpile areas on private property not designated on the plans.
5. Equipment, camp, plant, or crusher sites on private property not designated on the plans.
6. Sources of aggregates, borrow, etc. on private property not designated on the plans.

Comments:

L. Legal Gross Truck Weights:

Legal gross truck weights on all public roads outside the project limits will be controlled as follows (see subsection 105.13 of the *Standard Specifications*):
1. If material is delivered to the project in a vehicle with a gross weight exceeding the legal limit, the material and the scale ticket will not be accepted.
2. The Contractor shall submit documentation for all persons and equipment that require certification or licenses, including certified weighers, scales, and water meters.
3. The Contractor shall submit a list of haul vehicles, including all information required by the Contract Specifications, prior to the beginning of hauling operations. This information must be resubmitted for any change of vehicle configuration.

Comments:

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
III. EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND LABOR COMPLIANCE			
A. EEO Contacts:			
Region EEO Representative:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Contractor DBE Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Contractor Company EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Contractor Project EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

B. EEO and Labor Compliance Document Submittal:

The Contractor shall submit all documents pertaining to EEO and Labor Compliance to:

C. Good Faith Effort:

In accordance with the Standard Special Provisions, the Contractor must submit evidence to the Project Engineer that a good faith effort was made to solicit DBE subcontractor(s). CDOT Form 205 – Sublet Permit Application will be utilized to aid in reviewing the good faith effort. CDOT Form 205 is to be initialed and dated by the Contractor's DBE Liaison Officer as proof that DBE subcontractors were contacted. Although DBE Performance Goals are part of the Contract and are met by the Contractor, the Contractor is not relieved from making good faith efforts to contract with DBE subcontractors on other work items. DBE Goals:

D. Sexual Harassment:

Sexual harassment is defined as unwelcome and repeated sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following conditions are met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individuals or others; or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Complaints of sexual harassment should be made in person or in writing to the Company Equal Employment Opportunity Officer or to the individual designated as the primary contact. Complaints must be kept confidential and investigated immediately. Comments:

PRECONSTRUCTION CONFERENCE AGENDA (continued)

III. EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND LABOR COMPLIANCE (continued)

E. Violence in the Workplace:

Violence in the workplace will not be tolerated. This shall include, but is not limited to, abhorrent behavior of a threatening verbal or physical nature to any living or inanimate entity. Comments:

F. Drug-Free Workplace:

The Colorado Department of Transportation, in accordance with the Drug-Free Workplace Act of 1988, requires that Contractors, subcontractors, and suppliers who participate in CDOT contracts maintain and enforce a workplace free of drug abuse. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during work hours, on CDOT premises, other work sites where employees may be assigned, or where the use during non-working hours impairs the employees ability to perform his or her job is strictly prohibited. Contractors are responsible for compliance and must have in place a written procedure that includes an appropriate course of action to take when drug abuse is suspected or confirmed on the work site. If an incident should arise on a CDOT construction project when drug abuse is suspected or confirmed, the Project Engineer should immediately notify the Contractor, in writing, to follow written procedure. If there is a Contractor's employee who is obviously impaired and incapable of safely performing the work, the Project Engineer can have the employee removed from the project in accordance with subsection 108.05 of the *Standard Specifications*. Comments:

G. Project Bulletin Board:

Location of Project Bulletin Board:

Items posted on the Project Bulletin Board must be legible at all times. Any posted item that is illegible must be replaced immediately. Check FHWA and CDOT Internet or Intranet Websites for latest versions. *Check all that apply.*

Required	Not Required	Name of Posted Item
		CDOT 140 – Emergency Phone Numbers Card.
		CDOT 388 – Notice: Equal Opportunity Employer.
		EEOC P/E -1 – Equal Employment Opportunity is the Law (Spanish and English).
		CDOT Form 465 – Nondiscrimination in Employment (Notice to Unions/Organizations).
		WH 1088 – Federal Minimum Wage Poster.
		OSHA 2203 – Job Safety and Health Protection.
		Insurance Poster (with name of carrier supplied by Contractor).
		FHWA 1022 – Penalty for False Statements Poster.
		WH 1321 – Notice to All Employees Working on Federally Financed Projects.
		WH 1462 – Employee Polygraph Protection Act.
		Minimum Wages, Colorado, US Dept. of Labor Decision Applicable To Project.
		Notice to All Subcontractors and Suppliers, Partial Payments.
		Prompt Payment Law.

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
III. EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND LABOR COMPLIANCE (continued)			
H. Other Documents: (*Check all that apply.*)			
Required	Not Required	Description	Date Received
		Letter confirming a Company EEO Policies and Procedures orientation meeting was presented to supervisory personnel. An orientation meeting is required prior to construction and at least every 12 months thereafter.	
		Letter describing Contractor's EEO complaint procedures.	
		Letter describing Contactor's method and schedule of monitoring subcontractor EEO compliance schedule.	
		Letter communicating Contractor's tentative date of first project EEO meeting.	
		CDOT Form 205 – Sublet Permit Application must be completely executed for each subcontractor prior to work performed by the subcontractor. CDOT Form 713 – Contractor DBE Subcontractor and CDOT Form 715 – Certification of Proposed DBE Participation must be attached, if applicable. The Contractor proposes to sublet the following:	
		Subcontractor / Work Subletted	
		One copy of the Contract for this project will be kept in the Contractor's file.	
		Subcontracts, including lower tiers, material purchases, and equipment leasing agreements must contain FHWA 1273 – Required Contract Provisions Federal-Aid Construction Contracts.	
		Certified payrolls from Contractor and subcontractors are to be submitted within seven days of payment. The classification code must appear on each payroll for each employee. A social security number and address must accompany an employee's name the first time it appears on payroll. All subcontractors are to remit payrolls to the Contractor who, in turn, will spot check and initial payrolls prior to submittal to the Project Engineer.	
		CDOT Form 17 – Contractor DBE Payment Certification is required from the Contractor at the completion of the project.	
		CDOT Form 118 – Contractor Wage Compliance Statement shall be attached to each payroll. The Contractor and each subcontractor will designate a payroll supervisor on the first payroll and each time there is a change in personnel position. The payroll supervisor will oversee payroll operations and complete this form.	
		CDOT Form 838 – On-the-Job Trainee/Apprentice Record shall be completed by the Contractor when a request for a trainee or apprentice is made to the Project Engineer.	
		CDOT 1391 – Federal-Aid Highway Construction Contract Annual EEO Report must be received by the Project Engineer each July from the Contractor and all active subcontractors. The form provides information on the ethnic categories of the Contractor's workforce.	
		CDOT 832 – Trainee Status and Evaluation Report is due monthly for each trainee working on the Contract during the month.	
		The Contractor will receive CDOT Form 96 – Contractor Acceptance of Final Estimate and return a signed original upon agreement. The CDOT Projects and Grants Section will not authorize final payment until CDOT Form 96 is received.	

PRECONSTRUCTION CONFERENCE AGENDA (continued)				
IV. ENVIRONMENTAL AND WETLANDS				
A. Region Environmental/Planning Manager:				
Region Environmental/Planning Manager:		Fax Number:		
Office Number:		Home Number:		
Mobile Number:		E-Mail Address:		
Clear:				
Restrictions:				
Comment:				
B. Contractor's Schedule for Temporary and Permanent Erosion Control: (*Check one.*)				
	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
Erosion Control				
V. RIGHT-OF-WAY				
Region Right-of-Way Supervisor:		Fax Number:		
Office Number:		Home Number:		
Mobile Number:		E-Mail Address:		
Clear:				
Restrictions:				
Comment:				
VI. UTILITIES				
Region Utilities Engineer:		Fax Number:		
Office Number:		Home Number:		
Mobile Number:		E-Mail Address:		
A. Electric:				
Name:		Mobile Number:		
Title:		Fax Number:		
Company:		Home Number:		
Office Number:		E-Mail Address:		
Name:		Mobile Number:		
Title:		Fax Number:		
Company:		Home Number:		
Office Number:		E-Mail Address:		
Conflict Location:				
Relocation Schedule:				
Comment:				
B. Gas:				
Name:		Mobile Number:		
Title:		Fax Number:		
Company:		Home Number:		
Office Number:		E-Mail Address:		
Name:		Mobile Number:		
Title:		Fax Number:		
Company:		Home Number:		
Office Number:		E-Mail Address:		
Conflict Location:				
Relocation Schedule:				
Comment:				

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
VI. UTILITIES (continued)			
C. Telephone:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
D. Water:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
E. Sewer:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
VI. UTILITIES (continued)			
F. Cable Television:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
G. Railroad:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
H. Other:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			

PRECONSTRUCTION CONFERENCE AGENDA (continued)

VII. SAFETY

Note: The Contractor must furnish the following information within ten calendar days of the Preconstruction Conference

A. Occupational Health and Safety:

Safety Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Insurance Company:			
Workmen's Compensation Carrier:			

Submitted	Not Submitted	Description
		Brief statement on Company Safety Policy and methods of assuring compliance by subcontractors, which may include items such as general housekeeping, maintenance of electrical equipment, fuel storage, and construction equipment.
		Proposed safety and "Toolbox" meeting (schedule):
		Statement on provisions concerning first-aid and major medical facilities, which may include trained personnel, first-aid materials, closest physician, hospital and ambulance availability.
		DOT Form 140 – Emergency Phone Numbers Card must be completed and posted at all phones on the project.
		Statement of the provisions for protective equipment such as hard hats, rubber safety boots, goggles, and hearing protection.
		Sanitary facilities shall be provided by the Contractor in compliance with OSHA regulations.
		Copy of Certificate of Insurance showing inclusion of CDOT in its coverage. Expiration Date:

B. Construction Zone Traffic Control:

Contractor's Representative Responsible for Traffic Control (cannot be Superintendent):		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

1. Method of Handling Traffic (MHT):

	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
MHT				

2. Construction Signing:

All signing shall conform to the *Manual of Uniform Traffic Control Devices*, including the *Colorado Supplement*. All construction signing is the responsibility of the Contractor except for the following:

3. Reduction of Speed Limit:

Required	Not Required	Description
		CDOT Form 568 – Authorization and Declaration of Temporary Speed Limits must be submitted by the Project Engineer. Justification for the speed reduction is as follows:

4. Enforcement of Reduced Speed Limit:

The representative to contact (e.g., Colorado State Patrol) for enforcement of the reduced speed limit is as follows:

PRECONSTRUCTION CONFERENCE AGENDA (continued)

VII. SAFETY (continued)

B. Construction Zone Traffic Control (continued):

5. Project Flaggers:

The Contractor's method of training and certifying project flagger personnel is as follows:

6. Oversize/Overweight Vehicles:

Required	Not Required	Description
		Oversize, overweight vehicle restrictions, including detours. If required, the Project Engineer will contact the Maintenance and Operations Branch.

6. Restrictions:

As required, submit the following information two weeks in advance of restrictions to the Legal and Permits Unit of the Maintenance and Operations Branch. Provide notifications when the project is complete.

CDOT Project Contact:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Start of Closure:		Restriction:	
End of Closure:		Closure/Detour:	
Town:		Other:	
Junction:		Width:	
Highway Number:		Length:	
Beginning Mile Post:		Height:	
Ending Mile Post:		Weight:	

VIII. MATERIALS

CDOT Representative:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

A. Contractor List of Proposed Materials:

Submitted	Not Submitted	Description
		The Contractor has submitted a list of proposed material suppliers as required by the "Special Notice to Contractors."

B. Source of Undesignated Materials (if applicable):

1.	4.
2.	5.
3.	6.

C. Quality Control/Quality Assurance:

Quality Control Plans, as required, for Pre-Pave, Pre-Pour, and Hot-Bituminous Asphalt must be submitted. Comments:

PRECONSTRUCTION CONFERENCE AGENDA (continued)
VIII. MATERIALS (continued)
D. Material Samples:
The Contractor is advised to review the requirements of the "Special Notice to Contractors" concerning the timely submittal of material samples. Comments:
E. Land Reclamation Permit:
The Contractor shall comply with the requirements of the Land Reclamation Permit including pit limits. Comments:
F. Furnishing of Concrete:
Any concrete furnished to the project in trucks not previously certified for the project will be either rejected or exempted from payment. Use CDOT Form 46 – Concrete Truck Mixer Inspection Certification for documentation. Comments:
G. Test Data:
Test data will be available to the Contractor for his daily review. CDOT Form 626 – Field Lab Tests Results will be given to the Contractor periodically or at any time upon request. Comments:
H. Letter of Compliance:
A Letter of Compliance, Buy America Requirements, will be required at the completion of all projects, even though steel or iron is not incorporated in the project. Comments:

PRECONSTRUCTION CONFERENCE AGENDA (continued)
IX. COMMENTS AND UNCOMPLETED ITEMS
A. Contractor Comments:
Comments:
B. CDOT Comments:
Comments:
C. Uncompleted Items Prior to Starting Work:
Uncompleted items remaining to be completed by the Contractor before starting work include:
D. Possible Change Orders:
Comments:
E. Other Comments:
Comments:

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HOT-BITUMINOUS PAVEMENT
PRE-PAVING CONFERENCE AGENDA

The following is an example Hot Bituminous Pavement Pre-Paving Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

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HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA			
The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Personnel in Charge at Paving Site:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when personnel identified in A.1 is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
6. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
7. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			
B. Contractor Personnel:			
1. Quality Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Personnel to Notify Under "Red Condition":			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			
C. Testing Information: (Compaction Test Section, calibration of nuclear gauge to cores, check tests of in-place density)			
Date:	Time:	Location:	
Comments:			

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
III. Scheduling
A. Materials:
Materials will be available for sampling on:
B. Asphalt Plant:
The asphalt plant will be ready to be checked on:
C. Paving Equipment:
The paving equipment will be set up and ready to be checked on:
D. Paving Sequence:
1. The Contractor will commence paving on:
2. Hot Bituminous Pavement will be delivered at:
3. The Contractor proposes to work the following hours:
4. How many days per week does the Contractor intend to work?
5. What paving sequence will the Contractor follow?
a. Where will paving start?
b. Longitudinal joints shall be placed in accordance with subsection 401.16 of the *Standard Specifications.* The joints in any layer of pavement shall not fall in a wheel track. What width will be paved?
c. The Contractor's plan shall include enough detail to ensure every joint is correctly located. In addition to correctly locating each joint, the Contractor must construct the longitudinal joints parallel to the roadway centerline with consideration for the striping layout. The Contractor shall detail the plan to complete the rest of the paving, including widths and proposed starting dates. Comments:
(1).
(2).
(3).
(4).
(5).

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
IV. Pre-Paving Requirements and Inspections
The Contractor is hereby notified that no Hot Bituminous Pavement shall be placed prior to review, inspection, and approval of the following items:
A. Hot Bituminous Pavement Mix Design:
1. No change shall be made in the ingredients composing the approved mix design without prior written approval from the Project Engineer. This includes asphalt cement suppliers. Comments:
2. What is the disposition of CDOT Form 43 – Job-Mix Formula (approve, reject, revise)?
B. Quality Control Plan to Minimize Segregation:
The Contractor's Quality Control Plan to minimize segregation should address each of the following items:
1. Stockpiles:
a. Built-in layers:
b. Separated to prevent intermingling:
2. Aggregate handling:
a. Loader operator working full face of stockpile:
b. Material in cold feed bins prevented from flowing into another bin:
3. Loading and unloading surge silo:
a. Batcher or gob hopper being used at top of silo:
b. Conveying device depositing material in center of batcher or gob hopper:
c. Gates on batcher or gob hopper closed unless dropping load of mix:
d. Gates on batcher or gob hopper closed before it is empty to prevent mix from dribbling into silo:
e. Trucks being loaded in multiple drops with first drop at rear, second drop at front, and then alternating:
f. Gates on bottom of silo closed so that mix does not dribble into truck:

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
IV. Pre-Paving Requirements and Inspections (continued)
B. Quality Control Plan to Minimize Segregation (continued):
4. Truck dumping:
a. Raising box before opening tailgate to provide surge of material:
5. Lay-down operations:
a. Wings on hopper dumped only at the end of the day and this material is wasted:
b. Paver stopped as quickly as possible after truck finishes dumping:
c. Hopper kept more than half full at all times:
d. Feed sensors adjusted to keep material at midpoint of augers at all times:
e. Lead and trail crown of screed correctly adjusted so that the surface of the Hot Bituminous Pavement behind the paver is uniform in appearance and texture:
f. Auger flights reversed at center to tuck proper amount of material under gearbox:
g. The gates at the rear of the hopper are adjusted so that:
(1). The slat conveyors run continuously:
(2). The amount of material furnished to the augers allows them to operate nearly 100 percent of the time:
h. Longitudinal joint constructed with minimal raking and no material spread across surface of the pavement:
C. Projects with QC/QA Specifications:
A separate meeting, including all personnel who will be involved in the QC/QA process, shall be held to review and approve the Contractor's process control plan. When will this meeting be conducted?
D. Haul Vehicle Information:
The Contractor shall provide a list of haul vehicles and required information per subsection 109.01 of the *Standard Specifications*. Comments:

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
IV. Pre-Paving Requirements and Inspections (continued)
E. Scales and Certified Weigher:
1. Scales shall be checked and sealed per subsection 109.01 of the *Standard Specifications*. Comments:
2. Weighers shall be certified per subsection 109.01 of the *Standard Specifications*. Comments:
3. Weigh tickets shall contain information required in subsection 109.01 of the *Standard Specifications*. Comments:
4. Random checks of the scales are required in subsection 109.01 of the *Standard Specifications*. Comments:
F. Special Provisions:
The following Special Provisions, as related to Hot Bituminous Pavement, were reviewed and discussed:
1.
Discussion:
2.
Discussion:
3.
Discussion:
4.
Discussion:

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
V. Preparation
A. Grade and Elevation:
Has the base been checked for proper grade and elevation?
B. Base:
Have soft spots in base and undesirable materials been removed?
C. Pavement Surface:
Has the surface of the existing pavement been properly cleaned?
D. Milling:
1. Milling must be a minimum of 0.5 inches below bottom of wheel rut. Has the proper milling depth been established?
2. How many passes will the Contractor make to achieve the proper depth?
3. Has all the loose material been completely removed from the surface to be paved?
E. Tack Coat:
1. Correct material?
2. Proper dilution rate per specifications?
3. Applied at specified temperature?
4. Uniformly applied at correct rate?
5. Have contact surfaces of curbing, gutters, and other surfaces been coated with tack coat?
F. Paving Line:
Has the contractor located and established the paving line, including widening for guardrail, transitions, etc.?

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
V. Preparation (continued)
G. Longitudinal Joint Plan:
Has the Contractor prepared a drawing showing pavement longitudinal joint locations, widths, offsets, overlaps, etc.?
H. Transverse Joints:
What is the method to be used for constructing transverse joints?
I. Joint Tacking:
What methods are to be used in tacking transverse and longitudinal joints?
J. Release Agent for Truck Beds:
What substance will be used as a release agent to clean truck beds (diesel fuel is not permitted)?
K. Compaction:
What methods will be used for compaction next to structures, bridge ends, inlet boxes, etc.?
VI. Production and Placement
A. Addition of Lime:
1. Lime and water shall be added and mixed with the aggregate in accordance with subsection 401.14 of the *Standard Specifications*. What methods will the Contractor use to control the addition of water and lime to the aggregate?
2. Contractor shall furnish the CDOT with weight slips for the lime. Comments:
B. Compaction Test Section:
The following procedures are required by subsection 401.17 of the Standard Specifications*:*
1. The Contractor must establish a roller pattern and carefully record the following information:
a. Type, size, amplitude, frequency, and speed of roller:
b. Tire pressure for rubber tire rollers and if the pass for vibratory rollers is vibratory or static:
c. Surface temperature of mixture behind the lay-down machine and subsequent temperatures and densities after each roller pass:
d. Sequence and distance from lay-down machine for each roller and total number of passes of each roller to obtain specified density:

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VI. Production and Placement (continued)
B. Compaction Test Section (continued):
2. When the Compaction Test Section has been completed, the Contractor shall furnish a complete copy of this data to the Project Engineer before continuing to pave. Comments:
3. When a successful Compaction Test Section has been completed, the Contractor is required to maintain the roller pattern established during the Compaction Test Section for the balance of the Hot Bituminous Pavement construction (i.e., the Contractor must use the same number and type of rollers and operate them at the same speed, frequency, and amplitude and in the same position, relative to the lay-down machine, as was performed during the Compaction Test Section). If the Contractor wants to change the roller pattern that was established during the Compaction Test Section, the Contractor must construct a new Compaction Test Section and demonstrate that the density can be obtained with the new roller pattern before proceeding with the paving operation. It is common for the Contractor to run at low production while constructing the Compaction Test Section. If, for example, the production is 50 tons per hour during the Compaction Test Section and after the Compaction Test Section is completed production is increased to 200 to 300 tons per hour, it should be apparent that the data obtained from the Compaction Test Section will be unreliable. Comments:
4. The Contractor is responsible for compaction testing of the Compaction Test Section. Comments:
5. Cores are required to calibrate the nuclear density gauge. The Contractor can continue to pave under the following conditions: - The period that the Contractor continues to pave without test results from cores shall not exceed one working day. - Construction proceeds at the Contractor's risk. Comments:
6. A new Compaction Test Section will be required whenever there is a change in the compaction process. Comments:
C. Bituminous Pavers:
Remarks that are prefaced with (**) are not specification requirements and are provided to improve pavement quality
1. The paver shall be equipped with automatic screed controls and shall be operated on automatic except for minor and irregular areas. **While the paver is moving forward, the cylinder that controls the elevation of the hitch point will move up and down according to the signals sent from the sensors, if the automatics are working properly. If this cylinder does not move, the automatic system is not operating properly. Comments:
2. The paver shall be capable of constructing a smooth surface to the specified slope, line, and grade without tearing, gouging, or shoving the material. Comments:

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VI. Production and Placement (continued)
C. Bituminous Pavers (continued):
3. The paver shall produce a surface that is uniform in appearance and texture for the full width of the mat being placed. If the Project Engineer observes material believed to be segregated and the Contractor refuses to remove and replace the segregated area, the material shall be sampled and tested in accordance with subsection 401.16 of the *Standard Specifications.* Comments:
4. **The adjustment on the screed vibrators should be kept at the maximum setting. Operating the vibrators in this manner will usually provide 86 to 88 percent compaction behind the paver. When the paver provides this level of compaction, it is usually much easier to obtain the specified density. When the vibrators are set at maximum, the vibration can be felt by touching the frame at the rear of the paver. Comments:
D. Compaction Information:
Remarks that are prefaced with (**) are not specification requirements and are provided to improve pavement quality
1. **Manufacturers recommend that vibratory rollers be operated so that they do not exceed the maximum speed that will permit the roller to deliver not less than 8 to 10 blows per foot. If the roller travels faster than this, the compaction efficiency is decreased and the roller may leave ripples in the surface of the pavement. Comments:
2. **The actual frequency of a vibratory roller, vibrations per minute (VPM), may be determined with an instrument called a tachometer. The blows per foot are then calculated by dividing the actual VPMs by the actual travel speed of the roller, feet per minute (FPM). [i.e., Blows Per Foot = VPM/FPM]. Vibratory rollers should never travel so fast that they deliver less than 8 blows per foot. The rest of the rollers in the roller train (rubber tire or static) should not travel faster than the operating speed of the vibratory roller. This will produce maximum compaction efficiency. Comments:
3. The Contractor shall stop rolling (except finish rolling) before the Hot Bituminous Pavement cools below the specified temperature. It may be possible to increase the density values by rolling after the Hot Bituminous Pavement has fallen below the specified minimum temperature. Even though the density may increase, the pavement will be damaged because the material is too stiff to allow reorientation of the individual particles. The Engineer shall prohibit the Contractor from compacting Hot Bituminous Pavement after the specified minimum temperature has been reached. Comments:

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VI. Production and Placement (continued)
E. Miscellaneous Information:
1. Random Hot Bituminous Pavement samples will be taken at the following locations (stationing, behind the paver or at the plant, windrow) in accordance with CP – 41 Sampling Hot Bituminous pavement:
2. The temperature of the Hot Bituminous Pavement when delivered shall have the following range in accordance with subsection 401.07 of the *Standard Specifications* (provide low and high temperatures of the range):
3. What procedures will be used to dispose of waste and excess mix?
4. What is the approximate total tons of Hot Bituminous Pavement to be placed?
5. How many tons are proposed to be batched per day?
6. What type of communication is available from the batch plant to the placement site?
VII. Hot Bituminous Pavement Smoothness Specifications
A. Profilograph Training:
The Hot Bituminous Pavement Smoothness Specification requires the Contractor to provide profilograph training to Contractor employees and CDOT Inspectors before starting the profilograph operations. Comments:
B. Smoothness/Thickness/Yield:
The smoothness/rideability of the asphalt pavement will be reduced if frequent depth adjustments are made to the paver; therefore, the Project Engineer shall use the following method to check and control yield: 1. Compute the planned pounds per square yard for the lift being placed by multiplying the total tons for this lift (plan quantity plus irregularities) by 2,000 pounds per ton and dividing by the total square yards. 2. Compute the yield for the lift being placed after the Contractor has placed 500 to 1,000 tons. Compute the tons placed and multiply by 2,000 pounds per ton and divide by the square yards that have been placed. 3. Ask the Contractor to make a depth adjustment, if necessary. 4. Continue to check yield at approximately every 500- to 1,000-ton intervals and make adjustments, if necessary. Comments:

HOT BITUMINOUS PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VIII. Traffic Control
A. Method of Handling Traffic:
Has the Method of Handling Traffic been approved for the Hot Bituminous Pavement placement operation?
B. Flagging:
Where will flagging be required?
C. Travel Delays:
Will any delays to the traveling public occur?
D. Protection from Tack and Prime Coats:
Where tack and prime coats are required, what methods will be used to prevent vehicles from being stained?
E. Pavement Markings:
Have provisions been made to install temporary/permanent pavement markings in accordance with the Project Special Provisions?
F. Other:
Comments:

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HOT-MIX ASPHALT
QC/QA CONFERENCE AGENDA

The following is an example Hot-Mix Asphalt QC/QA Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

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HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA			
The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
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Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Project Engineer:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when personnel identified in A.1 is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Project Acceptance Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Head Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
B. Contractor Personnel:			
1. Superintendent:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Process Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Process Control Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

C. Distribution of Section 105 and Section 106 of the *Standard Specifications*:		
A minimum of the following personnel should have a copy of Section 105 and Section 106 of the Standard Specifications*:*		
Personnel Title	Yes	No
Project Engineer		
Project Acceptance Tester		
Head Tester		
Superintendent		
Process Control Supervisor		
Process Control Tester		

D. Distribution of QC/QA Software:	Name:	Version:	
A minimum of the following personnel should have a copy of the QC/QA software:			
Personnel Title		Yes	No
Project Acceptance Tester			
Head Tester			
Process Control Tester			

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)			
III. Process Control Testing			
A. Quality Control Plan (QCP):		Yes	No
Has QCP been approved in writing by the Project Engineer?			
Comments:			
B. Sampling Frequency:		Yes	No
Does QCP meet minimum random sampling frequency (Table 106-1 of the *Standard Special Provisions*)?			
Comments:			
C. Test Result Chart:	Posting Location:	Yes	No
Is the Test Result Chart for each process with tonnage and tolerance limits posted daily at a location convenient for viewing by the Project Engineer?			
Comments:			
D. Quality Level Chart:	Posting Location:	Yes	No
Is the Quality Level Chart for each element in Table 106-1 of the *Standard Special Provisions* posted daily at a location convenient for viewing by the Project Engineer?			
Comments:			
E. Process Control Supervisor:		Yes	No
1. Is the Process Control Supervisor for process control sampling and testing identified in the QCP?			
2. Does the Process Control Supervisor possess one or both of the following qualifications?			
a. Registration as a Professional Engineer in the State of Colorado?			
b. Level A, B, and C certifications from the Laboratory for Certification of Asphalt Technicians (LABCAT)?			
Comments:			
F. Technicians:		Yes	No
Do technicians taking samples and performing tests possess all of the following qualifications?			
1. Technicians taking samples and conducting compaction tests have Level A LABCAT certification?			
2. Technicians conducting process control tests have Level B LABCAT certification?			
3. Technicians determining mix volumetrics and strength characteristics have Level C LABCAT certification?			
Comments:			
G. Process Control Test Report:			
The Contractor will report the results of the process control tests to the Project Engineer in writing at least once per day. Describe where and when this will be performed:			

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)
IV. Acceptance Testing
Samples for CDOT acceptance testing shall be taken by the Contractor and, when appropriate, shall be reduced to the size designated by the Project Engineer. Comments:
V. Check Testing Program
A. Check Testing:
Prior to, or in conjunction with, placing the first 500 tons of Hot-Mix Asphalt, a Check Testing Program will be conducted between acceptance testing and process control testing, per subsection 106.03 (c) of the *Standard Specifications*, and compared to the acceptable limits shown in Column 3 of Table 106-1 of the *Standard Special Provisions*. Comments:
B. Split Samples:
During production, split samples of randomly selected acceptance tests will be compared to the permissible ranges shown in Table 106-1 of the *Standard Specifications*. The minimum frequency will be as shown in Table 106-1 of the *Standard Special Provisions*. Comments:
C. Additional Check Testing:
If production is suspended and then resumed, the Project Engineer may order a Check Testing Program between process control and acceptance testing personnel to assure the test results are within the permissible ranges. Comments:
VI. Voids in Mineral Aggregate (VMA)
A. Target Values:
After the mix design has been approved and production has commenced, the first three acceptance tests for VMA will be analyzed to verify and establish a target value for VMA. The target value for VMA will be the average of the first three volumetric field test results on project-produced Hot-Mix Asphalt or the target value specified in Table 403-2 of the *Standard Special Provisions*, whichever is higher. Comments:
B. New or Revised Mix Design:
Whenever a new or revised mix design is used and production resumes, the next three acceptance tests will be evaluated and a new target value for VMA will be established. Comments:

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)

VII. Testing Schedule

Process control, project acceptance testing, and check testing frequencies shall be in accordance with Table 106-1 of the *Standard Special Provisions*. Comments:

VIII. Reference Conditions

A "Condition Red" reference condition requires the Contractor to be immediately notified as per subsection 106.03 (f)(3) of the *Standard Special Provisions*. The minimum testing frequency will be increased to 1/250 tons until the Quality Level reaches or exceeds 78. If the Quality Level for the next five process control tests is below 65, production will be suspended. Subsection 106.03 (f)(3) of the *Standard Special Provisions* outlines steps the Contractor must take to resume production and the testing to be performed when production is resumed. Comments:

IX. Lottman Retesting Method

Per *Standard Special Provision – Revision of Section 401 Plant-Mix Pavements–General*, the Project Engineer will designate the method for Lottman retesting from the following methods before paving begins:	Yes	No
1. Pavement samples for possible moisture susceptibility testing will be taken at a frequency of every 2,000 tons throughout the project (i.e. retained samples during production).		
2. Pavement samples will be taken from five locations in the area that is represented by the failing sample (i.e., cored samples after compaction).		

Comments:

X. Field Quality Control of Binder

	Yes	No
Does the Contractor have a documented plan to ensure compliance with the required activities of *CP-11 – Certifying Suppliers Providing Performance Graded Binders*?		

Comments:

CONCRETE PAVEMENT
PRE-PAVING CONFERENCE AGENDA

The following is an example Concrete Pavement Pre-Paving Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

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CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA			
The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
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Representing:		Fax Number:	
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Name:		Office Number:	
Representing:		Fax Number:	
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Representing:		Fax Number:	
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City, State, Zip:		E-Mail Address:	
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Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
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City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
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City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Personnel in Charge at Paving Site:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when personnel identified in A.1 is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
6. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
7. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			
B. Contractor Personnel:			
1. Quality Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
III. Scheduling
A. Materials:
Materials will be available for sampling on:
B. Concrete Plant:
Concrete plant will be ready to be checked on:
C. Paving Equipment:
Paving equipment will be set up and ready for approval on (see subsection 412.07 of the *Standard Specifications*):
D. Paving Sequence:
1. The Contractor will commence paving on:
2. Concrete batching will start at:
3. Concrete will be delivered to the paver at:
4. The Contractor proposes to work the following hours:
5. How many days per week does the Contractor intend to work?
6. What paving sequence will the Contractor follow?
a. Where will paving start?
b. What width will be paved?
c. The Contractor shall detail his plan to complete the rest of the paving, including widths and proposed starting dates. Comments:
(1).
(2).
(3).
(4).
(5).

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
III. Scheduling (continued)
E. Sealing:
1. When will sealing begin?
2. Sealing will be performed in accordance with subsection 412.18 of the *Standard Specifications*. Before installation of the backer rod or sealant, the following shall be completed: a. Repair of defective pavement slabs and repair and proper curing of cracks or spalls in accordance with subsection 412.16 of the *Standard Specifications*. b. Corrective work for tining. c. Corrective work for pavement smoothness in accordance with subsection 412.17(c) of the *Standard Specifications*. Comments:
F. Profilograph Delivery:
The profilograph should be on the project three working days before the start of any concrete pavement work. When will the profilograph be delivered to the project?
G. Other Scheduled Items:
Other scheduling items that will affect the start of concrete paving include:
1.
2.
3.
4.
5.
6.
7.

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
IV. Pre-Paving Requirements and Inspections
The Contractor is hereby notified that no concrete pavement shall be placed prior to the review, inspection, and approval of the following items:
A. Concrete Mix Design:
Comments:
B. Batch Plant Operations:
The batch plant will be operated in accordance with AASHTO M 157 and subsection 601.06 of the *Standard Specifications*. Comments:
C. Cement and Fly Ash:
Cement and fly ash shall be handled in accordance with the requirements of subsection 601.06(a) of the *Standard Specifications*. Comments:
D. Water:
Water shall be measured in accordance with the requirements of subsection 601.06(b) of the *Standard Specifications*. Comments:
E. Aggregates:
Aggregates shall be stockpiled and handled in accordance with the requirements of subsections 601.06(c) of the *Standard Specifications*. Comments:
F. Aggregate Contamination:
What is the Contractor's quality control plan to prevent earth materials from contaminating the aggregate?
G. Bins and Scales:
Bins and scales shall comply with the requirements of subsection 601.06(d) of the *Standard Specifications*. Comments:
H. Paving and Hauling Equipment:
Paving and hauling equipment shall be examined and approved in accordance with the requirements of subsection 412.07 of the *Standard Specifications*. Comments:

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
IV. Pre-Paving Requirements and Inspections (continued)
I. Subgrade:
Subgrade should be inspected and approved in accordance with the requirements of subsection 412.08 of the *Standard Specifications*. Comments:
J. Tie Bars:
What method will be used for placing tie bars?
1. Longitudinal construction joints shall be constructed in accordance with subsection 412.13(a)1 of the *Standard Specifications*. Tie bars shall be placed perpendicular to the longitudinal joint by an approved method. The tie bar should be inserted in front of the vibrators so that the concrete is consolidated around the tie bar. Approval of the Contractor's method should be contingent on his showing that the method will provide proper consolidation around the tie bar and the necessary pull-out resistance. Comments:
2. Longitudinal weakened plane joints shall be constructed in accordance with subsection 412.13(b)1 of the *Standard Specifications*. Epoxy coated deformed steel tie bars shall be placed perpendicular to the longitudinal joint by an approved method. The Contractor's method must properly space the tie bars and place them at the correct depth. Comments:
V. Haul Routes, Legal Loads, and Traffic Control
A. Method of Handling Traffic:
Has a detailed Method of Handling Traffic been submitted and approved?
B. Legal Weight Limits:
All hauling vehicles shall comply with legal weight limits. Comments:
C. Concrete Protection:
Traffic will not be permitted on the concrete pavement until 14 days after the pavement has been placed or until the compressive strength has reached 3,000 pounds per square inch in accordance with subsections 105.13 and 412.22 of the *Standard Specifications*. Comments:
VI. Safety Requirements
All Occupational Safety and Health Administration safety procedures must be followed. Comments:

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VII. Special Provision Requirements
The following Special Provisions for Concrete Pavement are reviewed and discussed below:
A. Special Provision:
Comments:
B. Special Provision:
Comments:
C. Special Provision:
Comments:
D. Special Provision:
Comments:
E. Special Provision:
Comments:
F. Special Provision:
Comments:
G. Special Provision:
Comments:
H. Special Provision:
Comments:

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VIII. Standard Specification Requirements
The following Standard Specifications for concrete pavement are reviewed and discussed below:
A. Equipment (subsection 412.07):
1. If any vibrator ceases to function properly, the paving operation shall be stopped immediately and not resumed until the faulty vibrator has been repaired or replaced, in accordance with subsection 412.07(b) of the *Standard Specifications.* Comments:
2. The Contractor shall furnish a movable bridge that conforms to subsection 601.05e for use by the Department, in accordance with subsection 412.07(d) of the *Standard Specifications.* CDOT will use this bridge for testing and inspection. Comments:
B. Limitations of Placing Concrete (subsections 412.15 and 601.12[b] and [c]):
Mixed concrete, which has a temperature of 90 degrees Fahrenheit or higher, shall not be placed. The mixed concrete temperature shall be between 50 and 90 degrees Fahrenheit at the time of placement. Concrete shall not be placed on frozen ground, in accordance with subsection 601.12(b)&(c) of the *Standard Specifications.* When the air temperature is expected to fall below 35 degrees Fahrenheit, the concrete shall be protected to maintain the temperature at the surface of the pavement at or above 40 degrees Fahrenheit, in accordance with subsection 412.15 of the *Standard Specifications.* Any time that the air temperature reaches 35 degrees Fahrenheit and is falling, placement of concrete shall cease. All concrete placed within the previous 72 hours shall be immediately protected. This protection shall continue for a period of 5 days from the time of initial placement of the concrete, in accordance with subsection 412.15 of the *Standard Specifications.* Comments:
C. Placing Concrete (subsection 412.10):
Concrete for areas which contain load transfer devices shall not be dumped directly from the hauling vehicles onto the grade. Concrete shall be placed by an approved placement spreader machine. Construction equipment other than standard paving equipment will not be allowed to handle plastic concrete in advance of the paver in the roadway without approval. Comments:

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VIII. Standard Specifications (continued)
D. Finishing (subsection 412.12):
1. The addition of superficial water to the surface of the concrete to assist in finishing operations will not be permitted. This also means that superficial water cannot be added by soaking the burlap drag. The burlap drag should be kept damp, but not so wet that free water is deposited on the surface of the pavement. Comments:
2. Inability of the finish machine to provide an acceptable surface finish, after corrective action, will be cause for requiring replacement of the finish machine. Comments:
3. Hand finishing will be permitted only in the event of a mechanical breakdown or for narrow widths or areas of irregular dimensions. Comments:
4. After the concrete has been struck off, vibrated, and consolidated, it shall be further smoothed, trued, and consolidated by an approved mechanical oscillating float. Hand floating will be permitted only as specified in Item 3. above. Comments:
5. Stationing shall be stamped into the outside edge of the pavement, as shown on the plans. Comments:
6. The Contractor shall have materials available to protect the pavement slab from the effects of rain until the concrete has hardened. Comments:

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VIII. Standard Specifications (continued)
E. Joints (subsection 412.13):
1. Immediately after sawing, the sawed joints shall be flushed with water to remove any saw residue, and the saw residue shall be completely removed from the surface of the pavement. This residue shall be removed by approved methods. The saw residue can simply be washed off the pavement in rural areas. In urban areas or any area where the saw residue might enter a live stream, it must be picked up by a vacuum truck or by other approved method. Comments:
2. The time of sawing shall be determined by the Contractor to prevent random cracking and raveling from the sawing. If uncontrolled cracking occurs during or prior to joint sawing, the Contractor shall move the sawing operation ahead and, if necessary, add additional sawing units to eliminate uncontrolled cracking. Comments:
3. When dowel bars are specified in the Contract, they shall be installed within the tolerances and of the size, grade, and spacing specified. Dowel assemblies shall be securely stacked or attached to the subgrade to retain their installation tolerance during concrete placement. The center of the dowel assembly shall be marked on both sides of the pavement slab for reference in sawing the joint. Comments:
4. When concrete shoulders or widening are constructed subsequent to the driving lanes, transverse weakened plane joints shall immediately be formed in the plastic concrete of these widenings to create an extension of the existing transverse joint. This tooled joint shall be formed in such a manner that it controls the cracking and shall be sawed and sealed. Comments:
F. Curing (subsection 412.14):
1. Immediately after the finishing operation has been completed, the entire surface, including tined grooves and exposed sides of the newly placed concrete, shall be sprayed uniformly with an impervious membrane curing compound meeting the requirements of AASHTO M 148 Type 2. The concrete shall not be left exposed for more than 30 minutes before being covered with curing compound. Failure to cover the surface of the concrete within 30 minutes shall be cause for immediate suspension of the paving operations. Comments:
2. Should the curing film become damaged from any cause, within 72 hours after application, the damaged portions shall be repaired immediately with additional curing compound. Comments:
G. Repair of Defective Concrete Pavement (subsection 412.16):
Defective concrete pavement shall be repaired or replaced at the Contractor's expense. The Contractor's corrective work plan shall be approved prior to performing the work. Comments:

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CONCRETE PAVEMENT
QC/QA CONFERENCE AGENDA

The folloing provides an example Concrete Pavement QC/QA Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

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CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA			
The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
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City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
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City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Project Engineer:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when personnel identified in A.1 is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Project Acceptance Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Head Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
B. Contractor Personnel:			
1. Superintendent:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Process Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Process Control Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

C. Distribution of *Standard Specifications*:

A minimum of the following personnel should have a copy of the appropriate Sections of the Standard Specifications*:*

Personnel Title	Yes	No
Project Engineer		
Project Acceptance Tester		
Head Tester		
Superintendent		
Process Control Supervisor		
Process Control Tester		

D. Distribution of QC/QA Software: Name: Version:

A minimum of the following personnel should have a copy of the QC/QA software:

Personnel Title	Yes	No
Project Acceptance Tester		
Head Tester		
Process Control Tester		

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA (continued)			
III. Process Control Testing (Compression and Flexural)			
A. Quality Control Plan (QCP):		Yes	No
Has QCP been approved in writing by the Project Engineer?			
Comments:			
B. Sampling Frequency:		Yes	No
Does QCP meet minimum random sampling frequency (Table 106-3 or 106-4 of the *Standard Special Provisions*)?			
Comments:			
C. Test Result Chart:	Posting Location:	Yes	No
Is the Test Result Chart for each process with tonnage and tolerance limits posted daily at a location convenient for viewing by the Project Engineer.			
Comments:			
D. Quality Level Chart:	Posting Location:	Yes	No
Is the Quality Level Chart for each element in Table 106-3 or Table 106-4 of the *Standard Special Provisions* posted daily at a location convenient for viewing by the Project Engineer.			
Comments:			
E. Process Control Supervisor:		Yes	No
1. Is the Process Control Supervisor for process control sampling and testing identified in the QCP?			
2. Does the Process Control Supervisor possess at least one of the following qualifications?			
a. Registration as a Professional Engineer in the State of Colorado?			
b. Registration as an Engineer in Training in the State of Colorado with two years' paving experience?			
c. Bachelor's of Science Degree in Civil Engineering or Civil Engineering Technology with three years' paving experience?			
d. National Institute for Certification in Engineering certification at Level III or higher in the subfields of Transportation Engineering Technology, Highway Materials or Construction Materials Testing Engineering Technology, Concrete and four years' paving experience?			
Comments:			
F. Technicians:		Yes	No
Does the technician performing the tests, if other than the person in responsible charge, have a minimum of two years' concrete testing experience and possess an American Concrete Institute Laboratory Technician Grade 1 certification?			
Comments:			
G. Process Control Test Report:			
The Contractor will report the results of the process control tests to the Project Engineer in writing at least once per day. Describe where and when this will be performed. Comments:			

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA (continued)

IV. Acceptance Testing (Compression and Flexural)

A. Frequency and Procedures:

Acceptance testing frequencies shall be in accordance with Table 106-3 or Table 106-4 of the *Standard Special Provisions.* Acceptance sampling and testing procedures will be in accordance with the *CDOT Field Materials Manual* and subsection 106.03 of the *Standard Specifications* and will be selected by a stratified random process. Comments:

B. Testing Criteria:

Which testing criteria will be used for acceptance?		Compressive Strength		Flexural Strength

V. Check Testing Program (Compressive and Flexural)

The Contractor and the Project Engineer shall conduct a check testing program before any Portland Cement Concrete Pavement is placed, in accordance with subsection 106.03 of the *Standard Special Provisions.* Please describe where and when this will be performed. Comments:

VI. Independent Assurance Testing (Flexural Strength Only)

Independent Assurance Tests for flexural strength will be from a split sample of the Contractor's Quality Control Test. Comments:

VII. Verification Testing (Flexural Strength Only)

A. Frequency and Procedures:

Verification sampling and testing procedures will be in accordance with Sections 105, 106, 412 of the *Standard Specifications* and the Schedule for Minimum Materials Sampling, Testing, and Inspection in the *CDOT Field Materials Manual.* Samples for verification and acceptance testing shall be taken by the Contractor in accordance with the designated method and shall be taken in the presence of the Project Engineer. Beams shall be molded and tested by the Contractor in the presence of the Project Engineer. Comments:

B. Analysis of Test Results:

Analysis of test results will be performed after all test results are known using the t-test and F-test statistical methods using an alpha value set at 0.05. Comments:

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STRUCTURAL CONCRETE
PRE-POUR CONFERENCE AGENDA

The following is an example Structural Concrete Pre-Pour Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

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STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA			
The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Personnel in Charge at Site:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when personnel identified in A.1 is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
6. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
7. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			
B. Contractor Personnel:			
1. Quality Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)
III. Scheduling
A. Materials:
Materials will be available for sampling on:
B. Concrete Plant:
Concrete plant will be ready to be checked on:
C. Finishing Equipment:
Finishing equipment will be set up and ready for approval on:
D. Placement Schedule:
Placement is scheduled for:
E. Concrete Batching:
Concrete batching will start at:
F. Placement Location:
Concrete placement will start at:
G. Length of Pour:
Anticipated length of pour:
H. Other Scheduled Items:
Other scheduling items that will affect the start of the concrete pour include:
1.
2.
3.
4.

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)
IV. Special Provision Requirements
The following Special Provisions are reviewed and discussed below:
A. Special Provision:
Comments:
B. Special Provision:
Comments:
C. Special Provision:
Comments:
D. Special Provision:
Comments:
E. Special Provision:
Comments:
F. Special Provision:
Comments:
G. Special Provision:
Comments:
H. Special Provision:
Comments:

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)
V. Plan Notes and Unusual Requirements
The following plan notes and unusual requirements, experimental features, research items, and other unusual requirements are reviewed and discussed below:
A. Plan Note:
Comments:
B. Plan Note:
Comments:
C. Plan Note:
Comments:
D. Plan Note:
Comments:
E. Other Requirement:
Comments:
F. Other Requirement:
Comments:
G. Other Requirement:
Comments:
H. Other Requirement:
Comments:

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)
VI. Pre-Pour Inspections
The Contractor is hereby informed that no concrete shall be placed prior to review, inspection, and approval of the following items:
A. Forms:
Are forms set on proper line and grade, adequately supported, free of grout leaks, clean and properly sized. Comments:
B. Falswork:
1. Are falsework drawings required per subsection 601.11(b) of the *Standard Specifications*?
2. If falsework drawings are required, the Contractor's professional engineer must certify in writing to the Project Engineer that falsework materials and construction are in conformance with the falsework drawings submitted to the Project Engineer prior to placement, in accordance with subsection 601.11(a) of the *Standard Specifications*. Comments:
3. Placement of telltales. Comments:
C. Reinforcing Steel:
Reinforcing steel must be of the proper grade, and the bars must be of the correct number and size placed in the correct location. Bars must be properly tied and all areas where the epoxy coating has been damaged must be correctly repaired. Comments:
D. Expansion Devices:
Expansion devices must be set on correct line and grade, formed and secured to allow concrete to flow around anchor devices with no resulting voids. Comments:
E. Line and Grade:
Inspected for proper line and grade. Comments:
F. Finishing Machine and Testing Bridge:
The finishing machine must be adjusted to finish on the proper line, grade, and skew, and the support rail or string line must be set properly and supported adequately. A test run must be completed and measurements taken to check uniformity. The testing bridge must be ready for use by CDOT forces. Comments:

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
VII. Concrete Batching and Delivery (subsections 601.06 and 601.07)		
A. Plant and Truck Inspections:	Yes	No
Are plant and truck inspections current?		
Have CDOT Forms 46 – Concrete Truck Mixer Inspection Certification been submitted?		
Do all trucks have counters and manufacturer's plates that list the various drum speeds?		
Comments:		
B. Design Mix:	Yes	No
Has the Concrete Mix Design Report been reviewed and approved by the Materials and Geotechnical Branch?		
Are copies of the CDOT Mix Design Review Sheet available for supplier and Inspector?		
Are there any unusual features in the concrete mixes?		
Comments:		
C. Mix Deviation:	Yes	No
Does Contractor or supplier intend to deviate from proposed proportions for any reason (e.g., admixtures)?		
If yes, prior approval to make the revision must be received. Comments:		
D. Aggregate Stockpiles:	Yes	No
Have the fine and coarse aggregate stockpiles been tested for compliance with specifications?		
Are they adequate for the proposed placement?		
Will supplier sample aggregate stockpiles for moisture content within 24-hours prior to placement? These test results should be made available to the Inspector.		
Comments:		
E. Method of Communication:		
What method of communication will be used between the batch plant and the job site?		
F. Plant Breakdowns:	Yes	No
In the event of a plant breakdown, will an alternate plant be used?		
Has a mix design been approved for this alternate plant?		
Comments:		

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
VII. Concrete Batching and Delivery (continued)		
G. Emergency Bulkheads:		
If it is necessary to place an emergency bulkhead, at what locations can this emergency bulkhead be placed?		
H. Bridge Design and Management Branch:	Yes	No
Has the Bridge Design and Management Branch been contacted for advice?		
Comments:		
I. Concrete Tests:		
The Contractor is reminded that the concrete will be tested at the job site. The results of these tests will be used to accept, price reduce, or reject the concrete. The Project Engineer, or his delegated representative, will be responsible for informing the Contractor of the test results and the acceptability of the concrete. Comments:		
J. Concrete Rejection:		
The Contractor is reminded that concrete can be rejected for any of the following reasons: 1. mix exceeds the water-cement ratio criteria, 2. mixing/hauling exceed specified time limit, 3. work is not meeting specified concrete mix temperatures, or 4. a batch ticket is not filled out completely. Comments:		
K. Batch Tickets:		
The concrete supplier is to furnish a batch ticket with each load of concrete delivered to the project. These tickets must contain all the information specified in subsection 601.06 of the *Standard Specifications*. The Contractor shall collect and complete the batch ticket at the placement site and deliver all batch tickets to the Project Engineer on a daily basis as per subsection 601.06 of the *Standard Specifications*. Comments:		

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
VIII. Concrete Placement (subsection 601.12 and 601.15)		
A. Weather (see subsection 601.12 (b) and (c) for temperature limitations):	Yes	No
Does the Contractor have a contingency plan for inclement weather?		
What is the weather forecast for the proposed placement date? Comments:		
B. Placement Method:		
What is the Contractor's method of placement, and what other method will be used in the event of breakdowns?		
C. Form and Reinforcement Prewetting:		
What method will be used to prewet forms and reinforcing steel?		
D. Placement Sequence:	Yes	No
Is the placement sequence approved?		
Comments:		
E. Special Controls:	Yes	No
Is special control required to prevent detrimental camber deflections or girder rotation?		
Comments:		
F. Construction Joints:		
If construction joints are needed, where will they be placed?		
G. Vibrators:	Yes	No
Have frequency checks been performed on the vibrators?		
Will backups be available?		
How many vibrators and generators will be used?		
The Contractor is reminded that the vibrators shall not be used to move the concrete. Comments:		

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
IX. Concrete Finishing (subsections 601.12(k), 601.14, and 601.15)		
A. Finishing Equipment:		
What is the Contractor's plan in the event of a mechanical breakdown of the finishing machine?		
B. Straightedge:	Yes	No
Is a 10-foot straightedge available for checking the tolerances of the finished concrete?		
Comments:		
C. Thickness and Cover Checks:		
The Contractor is reminded that slab thickness and reinforcing steel cover checks will be made continuously and that the Contractor may be required to adjust the screed periodically or refinish a portion of the slab to within tolerance. Comments:		
D. Addition of Water:		
The Contractor is cautioned that applying water to in-place concrete by any method other than those permitted by the Contract will result in the rejection of placed concrete. Comments:		
E. Waterproofing Membrane:	Yes	No
Will the deck be covered with a waterproofing membrane? OR		
Will the final surface be concrete?		
Comments:		

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
X. Concrete Curing (subsections 601.13 and 601.16)		
A. Curing Method:		
What method of curing will the Contractor use?		
B. Timing of Curing:		
When will the curing method begin and how long will it last?		
C. Protection of Concrete:	Yes	No
Does Contractor have equipment and materials at the site to provide insulation/heating of the concrete?		
Comments:		
XI. Safety Requirements		
	Yes	No
Has the Contractor provided for work site safety in accordance with the Occupational Safety and Health Administration requirements (e.g., hardhats, handrails, safety belts, nets)?		
Comments:		
XII. Traffic Control		
	Yes	No
Will the concrete placement require traffic control?		
Has the Method of Handling Traffic been submitted and approved prior to placement?		
Comments:		